

Cornerstone Community Action Agency

Job Description

JOB TITLE: **Center Aide – Level 2**

Exempt (Y/N): No.

Introductory period: 180 days

Supervisor: Center Director

Work Period: 12 months per year

Cornerstone Community Action Agency. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

SUMMARY: This position works as a part of a team to assist in activities in the areas of the classroom, kitchen and center. Will support and be responsible for the planning for and supervision and management of, the Head Start/Early Head Start classroom. Ensure compliance with HSPPS, state licensing regulations, and Cornerstone CAA policies and procedures that directly impact the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Center Aide Level 1 will:

- *Operate in a professional manner at all times:* 1) Maintain confidentiality of all Head Start (HS)/Early Head Start (EHS) child and family records and information in accordance with Head Start Program Performance Standards (HSPPS). 2) maintain the Standards of Conduct
- Assist teacher in creating and maintaining current, complete, and accurate records as required by HSPPS, CCAA policies/procedures, and Texas Child Care Licensing
- *With an EHS Teacher, be well versed in and ensure compliance in* 1) HSPPS 2) Texas childcare licensing regulations 3) recommended best practices 4) Cornerstone Community Action Agency policies/procedures for classrooms 4) EHS attendance policy 5) recruitment and enrollment policies
- *Observation and assessment: With an EHS Teacher* 1) observe each student on a weekly schedule in order to individualize teaching and learning 2) observe for any signs that a child needs a referral and inform the teacher. 3) observe information weekly about all children in a non-judgmental manner for use in planning and carrying out daily program activities. 4) carry out developmentally and culturally appropriate lesson plans, using Creative Curriculum for Infants, Toddlers, and Twos, and other curricula as approved by Cornerstone Community Action. 5) follow lesson plans for the class and for individual children
- *Work with families:* 1) Exchange information with Family Advocates if pertinent information about the family is shared with you. 2) attend monthly Family Fun Nights and assist with childcare as assigned. 3) inform parents about Cornerstone Community Action Agency and community events that might be valuable for them as requested by teacher or center director
- Work with Family Advocates to know social service, health, mental health, and education resources in the community and provide this information to families as needed.
- *Child abuse and neglect:* 1) know and recognize indicators of child abuse and neglect. 2) know and follow Child Care Licensing and program policies/procedures concerning reporting. 3) keep up to date on legal

reporting requirements. All staff in childcare centers are mandated reporters. Let the teacher and/or center director know if you have a concern.

- *Developmentally Appropriate Practices: With credentialed teacher* 1) assist in maintaining classroom arrangement of well- defined learning interest areas, appropriate for the age group. 2) interact with children as appropriate and indicated on lesson plan; for toddlers, short group times such as book reading are appropriate 3) conduct smooth classroom transitions 4) facilitate creative activities daily that are child directed and process oriented 5) contribute to a language-rich environment for all children that includes clear, simple sentences, eye contact, open-ended questions, conversations with children, introduction of new words, etc. 6) incorporate children’s cultures into daily activities 7) provide nurturing, responsive care for all children at all times 8) participate in appropriate family style meals at breakfast, lunch, and snack 9) hold infants while bottle feeding
- *Discipline and guidance: With an EHS Teacher* 1) use appropriate techniques, consistent with the Conscious Discipline program 2) encourage children to negotiate and problem-solve 3) children are not isolated as a discipline measure 4) food and/or outdoor time are not used for punishment 5) NO physical punishment is allowed
- *Transition: With a credentialed Teacher* 1) conduct transition activities from one activity to the next, maintaining awareness of all children and counting frequently.
- *Health: With a credentialed Teacher* 1) complete and document daily health checks on all children 2) follow appropriate handwashing, diapering and toilet training procedures 4) serve as a role model and assist children in using good hygiene practices which include handwashing, toilet flushing, cleaning spills, toothbrushing, etc. 5) store formula, breast milk, and foods as required by HSPPS and Child Care Licensing
- *Sanitization:* 1) Ensure fresh bleach water is used daily 2) sanitize all surfaces and classroom materials/toys daily and weekly, as required 3) follow daily and weekly cleaning schedule to reduce the spread of germs and/or communicable diseases
- *Safety: With a credentialed Teacher* 1) be familiar with and follow procedures for fires and other emergencies as posted 2) ensure that all toys and materials provided for use by children are safe 3) supervise children by sight and sound at all times 4) safely and properly use, maintain, and operate all equipment for carrying out duties 5) keep classroom clear of clutter and hazardous items. Remove broken items immediately 6) maintain current CPR and First Aid certifications as required
- *Active Supervision:* 1) Supervise children by sight and sound at all times 2) use name-to-face technique with each child when transitioning in or out of the classroom 3) ensure indoor and outdoor child count sheets remain accurate throughout the day
- Attend regularly scheduled staff meetings as required
- Obtain the Infant/Toddler or Pre-School CDA Credential. Participate in training programs, pre-service, professional development days, and other recommended trainings. Provide documentation to Supervisor in accordance with federal and state requirements.
- Check work email and other communications on a regular basis.
- Complete other duties as assigned by Director of CFS, Ed/MH Manager, or Center Director.

General Responsibilities The staff member will:

- **Appearance:** Ensure personal appearance, personal hygiene, and dress are appropriate for the day’s activities and comply with dress code.
- **Reliability:** Ensure he/she can be counted on to carry out assigned responsibilities independently.
- **Safety:** Safely and properly use, maintain, and operate all equipment for carrying out duties.
- **Punctuality:** Employee observes regularly scheduled work hours.
- **Compliance:** Employee follows Agency policies, procedures, and established regulations

Qualification Requirement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Must be 18 years old or older, have a high school diploma or G.E.D. and hold or be willing to earn an Infant/Toddler Child Development Associate (CDA) Certificate or higher.

The individual in the Center Aide Level 2 position will be in training to obtain an Infant/Toddler or Pre-School CDA credential. At such time as the Center Aide Level 2 receives their CDA credential he/she will be promoted into the Center Aide Level 1 position.

Required Skills/Abilities

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Reasoning Ability

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. In order to meet the requirements for home visits and training, the employee must maintain a valid driver's license or otherwise have transportation to and from required home visits or required training.

Other Skills and Abilities

Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job. Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME

CORNERSTONE COMMUNITY ACTION AGENCY

Initial Professional Development Plan for Head Start/Early Head Start/Home-Based Programs

Name: _____ Center: _____

Position: Center Aide Level 2 Center Director: _____

Date of Hire: _____ Today's Date: _____

My Goal: I will meet qualifications by obtaining my CDA in

- Center Based Infant/Toddler
- Center Based Pre-School
- Home Based

Target completion date: Coursework 3-6 months from enrollment, Credential received within 9 months of hire.

Observations and Mentoring Person(s) providing communication and mentoring at least bi-weekly:

Education Team

In order to fulfill the roles and responsibilities, ensure high-quality service delivery, and meet OHS standards for my position I agree to successfully complete this goal.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____